

**AGENDA**  
**PLANNING, BUILDING AND ZONING COMMITTEE**  
**Village of Hoffman Estates**  
**February 12, 2018**

**Immediately Following the Transportation & Road Improvement Committee**

<b>Members:</b>	<b>Gary Stanton, Chairman</b>	<b>Anna Newell, Trustee</b>
	<b>Karen Arnet, Vice-Chairman</b>	<b>Gary Pilafas, Trustee</b>
	<b>Karen Mills, Trustee</b>	<b>Michael Gaeta, Trustee</b>
		<b>William McLeod, Mayor</b>

- I. Roll Call**
- II. Approval of Minutes - January 8, 2018**

**NEW BUSINESS**

- 1. Request acceptance of Department of Development Services monthly report for Planning Division.
- 2. Request acceptance of Department of Development Services monthly report for Code Enforcement Division.
- 3. Request acceptance of Department of Development Services monthly report for Economic Development and Tourism.

- III. President's Report**
- IV. Other**
- V. Items in Review**
- VI. Adjournment**

PLANNING, BUILDING & ZONING  
COMMITTEE MEETING MINUTES

January 8, 2018

I. Roll Call

Members in Attendance:

Gary Stanton, Chairperson  
Karen Arnet, Vice Chairperson  
Karen Mills, Trustee  
Anna Newell, Trustee  
Gary Pilafas, Trustee  
Michael Gaeta, Trustee  
William D. McLeod, Village President

Management Team Members  
in Attendance:

Jim Norris, Village Manager  
Patti Cross, Asst. Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Mark Koplin, Asst. Vlg. Mgr. – Dev. Services  
Peter Gugliotta, Director of Planning  
Kevin Kramer, Econ. Dev. Coordinator  
Joe Weesner, Senior Trans. Engineer  
Patrick Fortunato, Acting Fire Chief  
Ted Bos, Police Chief  
Monica Saavedra, Director of HHS  
Rachel Musiala, Director of Finance  
Fred Besenhoffer, Director of IS  
Joseph Nebel, Director of Public Works  
Bruce Anderson, CATV Coordinator

The Planning, Building & Zoning Committee meeting was called to order at 8:30 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Arnet, to approve the Planning, Building & Zoning Committee meeting minutes of December 11, 2017. Voice vote taken. All ayes. Motion carried.

OLD BUSINESS

1. Request by the Hoffman Estates Park District for reconsideration of site plan approval for community garden plots at Chino Park.

Motion by Trustee Mills, seconded by Trustee Arnet, to reconsider request by Hoffman Estates Park District of site plan approval for community garden plots at Chino Park. Roll call vote taken. All ayes. Motion carried.

Item summary sheet from Peter Gugliotta and Jim Donahue was presented to Committee.

Dean Bostrom, Hoffman Estates Park District, addressed the Committee and provided information to address concerns identified by both Trustees and Village residents at the December 11 meeting. They will now plant 20-22 arborvitaes along 70' stretch of property just east of the in-ground garden plots. This will create a visual barrier that would screen the sightline from impacted residents. The proposal includes a maximum of 16 in-ground plots and 4 ADA planters, 15' x 15' with 2' of wood chip mulch between each plot. An Eagle Scout candidate is providing plans and fundraising strategies to secure materials to construct the 4 ADA plants to fulfill his Eagle Scout requirements.

Ed Frank, 694 Illinois Boulevard, addressed the Committee and relayed his objections to the garden plots.

Van Berns, 705 Evanston, addressed the Committee and is not in favor of allowing the plots.

Motion by Trustee Pilafas, seconded by Mayor McLeod, to grant approval of the request by the Hoffman Estates Park District for site plan approval of the community garden plots with the conditions that a permit will be required for any new paving and any change or expansion of the approved garden plot layout will require approved from the Village beforehand. Voice vote taken. All ayes. Motion carried.

### **NEW BUSINESS**

- 1. Request by Anitej Hotel Corporation of a special use and site plan amendment to extend the deadlines for completion of exterior work at Country Inn and Suites.**

An item summary sheet from Peter Gugliotta and Dan Ritter was presented to Committee.

The hotel was required to complete certain conditions of approval by November 1, 2017. Due to cold weather, Anitej Hotel Corporation is requesting extensions for different parts of exterior work as follows:

- a) March 30, 2018 – ADA and sidewalk work at main (north entrance and western entrance). Correct pergola to comply with approved building/engineering plans.
- b) May 31, 2018 – ADA, sidewalk and parking lot work at south wing entrances. Replacement of missing landscaping.
- c) September 30, 2019 – Installation of exterior “Pro-Ledge” stonework around the base of the building and the architectural accents.

Motion by Trustee Arnet, seconded by Trustee Pilafas, to approve a special use and site plan amendment to extend the deadlines for completion of exterior work at Country Inn and Suites. Voice vote taken. All ayes (Nay: Gaeta). Motion carried.

- 2. Request by Rohrman Auto Group for a special use extension for temporary vehicle storage at 125 W. Higgins Road.**

An item summary sheet from Peter Gugliotta and Dan Ritter was presented to Committee.

Motion by Trustee Mills, seconded by Trustee Gaeta, to approve a special use extension for temporary vehicle storage at 125 W. Higgins Road until November 15, 2018. Voice vote taken. All ayes. Motion carried.

3. **Request by New Cingular Wireless PCS, LLC (commonly referred to as "AT&T") for approval of an extension to an existing cellular antenna license at 1355 Westbury Drive.**

An item summary sheet from Peter Gugliotta was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Arnet, to approve the request by New Cingular Wireless PCS, LLC (commonly referred to as "AT&T") for an extension to an existing cellular antenna license at 1355 Westbury Drive. Voice vote taken. All ayes. Motion carried.

4. **Request acceptance of Department of Development Services monthly report for Planning Division.**

The Department of Development Services monthly report for Planning Division was presented to Committee.

Motion by Trustee Arnet, seconded by Trustee Pilafas, to approve the Department of Development Services monthly report for Planning Division. Voice vote taken. All ayes. Motion carried.

5. **Request acceptance of Department of Development Services monthly report for Code Enforcement Division.**

The Department of Development Services monthly report for Code Enforcement Division was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve the Department of Development Services monthly report for Code Enforcement Division. Voice vote taken. All ayes. Motion carried.

6. **Request acceptance of Department of Development Services monthly report for Economic Development and Tourism.**

The Department of Development Services monthly report for Economic Development and Tourism was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the Department of Development Services monthly report for Economic Development and Tourism. Voice vote taken. All ayes. Motion carried.

- III. **President's Report**
- IV. **Other**
- V. **Items in Review**

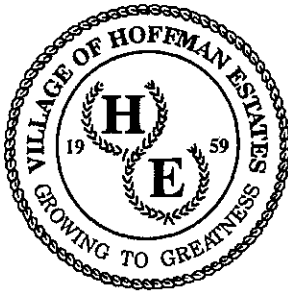
**VI. Adjournment**

Motion by Trustee Arnet, seconded by Trustee Pilafas, to adjourn the meeting at 9:12 p.m.  
Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

\_\_\_\_\_  
Debbie Schoop, Executive Assistant

\_\_\_\_\_  
Date



**VILLAGE OF HOFFMAN ESTATES  
DEPARTMENT OF DEVELOPMENT SERVICES  
PLANNING DIVISION MONTHLY REPORT**

**SUBMITTED TO: PLANNING, BUILDING & ZONING COMMITTEE**  
**BY: Peter Gugliotta, Director of Planning, Building and Code Enforcement** *PG*

**February 12, 2018**

**PLANNING AND ZONING COMMISSION MEETINGS**

**January 17, 2018 Meeting**

- 2570 Hassell Rd, The Assembly Bar & Café - Master sign plan for new ground sign w/LED display (**Denied**)

**February 7, 2018 Meeting**

- Canceled due to lack of agenda items

**February 21, 2018 Upcoming Meeting**

- 2104 Stonington Ave, Health Industrial Auction Services – Special use for auction facility
- 810 N Roselle Rd, Mobil Gas Station – Special use for new owner
- 780 Jamison Ln – Setback variation for elevated deck

**March 7, 2018 Upcoming Meeting**

- No items currently scheduled

**CURRENT ACTIVE PROJECT REVIEWS**

- Hoffman Plaza, NE Corner Roselle & Higgins - Site plan amendment for new outbuilding (former Shell site)
- 75/85 Golf Road – Site plan for new retail building (associated with Hoffman Plaza)
- Buona Beef, Barrington Square Town Center – Site Plan for new building located further west on the property
- Huntington 90 – Plat of dedication and site plan for Eagle Way extension
- Level 10, 2495 Pembroke – Site plan amendment for parking lot expansion
- 1885 Jennifer Lane, Moon Lake Village Condos – Site Plan review for parking lot and lighting changes
- Silesia Flavors, 5250 Prairie Stone Pkwy – Site Plan Amendment for building addition and parking lot expansion
- Grand Sports, 2350 Hassell Rd. – Special Use & Site Plan Amendment for remodeling, increased occupancy, etc.
- 2570 Hassell Road, The Assembly Bar & Café – Site plan amendment for Tesla vehicle charging stations

**POTENTIAL UPCOMING PROJECTS**

- 155 W Higgins Rd, Hertz – Special Use and Variation for used vehicle sales
- 2354 - 2360 Hassell Rd. Offices – Site plan amendment for retail uses sidewalks, landscaping and other site changes
- Ace Hardware, Golf/Higgins Rds. – Site plan amendment for seasonal outside storage
- Former Clark Gas Station and Car Wash, Golf/Barrington – Site plan for redevelopment with retail building
- Aldi, 375 W Higgins Rd. – Site plan amendment for building expansion and site changes
- 1680 Heron Way - Site plan approval for new individual home in Yorkshire Woods Subdivision
- McDonalds, 2580 W Golf Road – Site plan amendment for façade and upgrade site changes
- Huntington 90 – Site plan for new office/industrial building
- 1000 W Golf Road, Mercedes-Benz – Signage, interior renovations and site plan for minor site plan changes
- SEC Rohrsen Road & Golf Road – Annexation, Site Plan for Hindu Wellness Center & Temple and homes
- Schaumburg Township Building – Site Plan amendment for parking lot expansion.

**GENERAL ACTIVITIES**

- The Planning Division processed 0 FOIAs during January.

Site Plan Review Process	January		1st Quarter		Year to Date	
Number of administrative site plan cases completed	0	50% completed	0	66% completed	0	55% completed
Number of PZC site plan cases completed	0	administratively	0	administratively	0	administratively
Annual goal is to complete at least 65% of site plan cases through administrative review process						

Site Plan Review Timing	January		1st Quarter		Year to Date	
Number of cases processed within 105 days	0	100% completed	0	100% completed	0	100% completed
		within 105 days		within 105 days		within 105 days
Annual goal is to complete 100% of cases within 105 days						

Coordinating Planning & Code Efforts	January	1st Quarter	Year to Date	Year Target
Number of staff coordination meetings held	5	5	5	48

Economic Development Information Items	January	1st Quarter	Year to Date	Year Target
Number of visithoffman.com listings updated	1	1	1	100% updated within 5 days
Average number of Village signs in rotation on electronic Tollway sign	3	3	3	100% of time at least 2 signs in rotation
New digital signs produced for Tollway sign	2	2	2	6

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

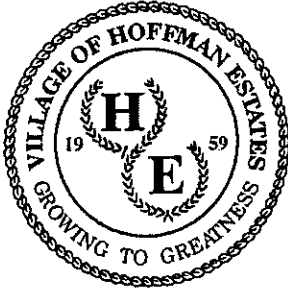
- Staff continued to coordinate with representatives of Cook County, Arlington Heights, Palatine, Mount Prospect and Schaumburg on the project to collectively fund building renovations at the Children’s Advocacy Center (CAC) with CDBG funds. Construction planned for this summer will include replacement of the facility’s roof, siding, windows and HVAC system. Staff visited the facility in January to develop specifications for the work.
- North West Housing Partnership (NWHP) oversaw the completion of two single family rehab (SFR) projects on behalf of the Village in January, one for \$21,950 and another for \$25,000. The loans help CDBG-eligible residents make important code, safety and weatherization renovations to their homes. Four SFR projects have been completed in the past several months, and several more homes are in the application process.
- NHWP has coordinated with staff to host a Homeowner Seminar at Village Hall –free for residents- on April 7<sup>th</sup>. The seminar will include professional advice for homeowners on topics such as home maintenance, refinancing, fair housing, and the Village’s SFR program.
- Staff awaits HUD’s review of the Village’s Consolidated Annual Performance and Evaluation Report (CAPER), submitted to HUD on December 29.

The information below is for the 2017 CDBG Program Year (October 1, 2017 through September 30, 2018):

CDBG Expenditures and Reporting Ratio	January	2nd Quarter*	Year to Date	Current Reporting Ratio
	\$47,764.15	\$47,764.15	\$239,907.25	0.99
*Current Reporting Ratio equals ratio of unspent funds to total allocated funds in program year. Permitted to hold up to 1.5 of yearly allocation.				

Housing Program Goals	January	2nd Quarter*	Year to Date	Year Target
Rehabilitation Projects completed	2	2	4	3
Housing & related issues education pieces released	0	0	0	5

\*The 2<sup>nd</sup> quarter of a CDBG Program Year runs from January 1 through March 31, 2018.



**VILLAGE OF HOFFMAN ESTATES  
DEPARTMENT OF DEVELOPMENT SERVICES  
CODE ENFORCEMENT DIVISION MONTHLY REPORT**

**SUBMITTED TO: PLANNING, BUILDING & ZONING COMMITTEE**  
**BY: Peter Gugliotta, Director of Planning, Building and Code Enforcement** *PG*

**February 2018**

**GENERAL ACTIVITIES**

- On January 9, 2018, Tim Meyer & John Shogren attended a NWBOCA meeting on Managing Moisture in Residential Construction in Schaumburg.
- On January 9, 2018, John Shogren attended a Plumbing Contractors Association meeting on the Illinois Plumbing License Law & Illinois Plumbing Code in Oak Brook.
- On January 12, 2018, Ray Norton & John Shogren attended a Building & Fire Code Academy class on Understanding the 2014 Illinois Plumbing Code for Drainage in Elgin.
- On January 27, 2018, Anthony Knuth passed the ICC Residential Building Inspector exam.
- Code Enforcement processed a total of 40 Freedom of Information Act requests related to building and code issues during the month of January.
- The total number of food service facility health inspections required each year has increased by almost 10% in the past three years.
- A total of 49 new single family homes are in various stages of construction.
- The 2017 year-end totals indicate 13.1 building permits per day were issued, which is the highest number in the past eight years.
- The 161 building permits issued in January 2018 was far higher than any previous January in at least the past 10 years.

**RENTAL HOUSING LICENSE AND INSPECTION PROGRAM**

- There are currently 2,160 rental properties registered.
- Annual renewal notices were mailed on November 24<sup>th</sup> with a deadline for renewing of January 12, 2018. As was offered last year, owners are encouraged to use the online payment option to conveniently submit their application fee. Last year almost half of all rental owners used the online option to renew.
- Roughly 95% of owners have renewed for 2018 so far. Email reminders are being sent to the ±130 owners who have not yet renewed, and late payment penalties accrue each month.
- Staff continues to pursue registration of new rental properties recently through property maintenance complaints, water billing account changes, and other means as time permits.
- The Code Division hired Anisa Muratovic to fill the vacant part time Administrative Staff Assistant position, which focuses primarily on daily rental program work.



2018 Construction Inspections

Inspection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Structural	85	0	0	0	0	0	0	0	0	0	0	0	85
Electrical	32	0	0	0	0	0	0	0	0	0	0	0	32
Plumbing	74	0	0	0	0	0	0	0	0	0	0	0	74
Mechanical	16	0	0	0	0	0	0	0	0	0	0	0	16
Other	69	0	0	0	0	0	0	0	0	0	0	0	69
Fence	8	0	0	0	0	0	0	0	0	0	0	0	8
Roof/Siding	60	0	0	0	0	0	0	0	0	0	0	0	60
Patio/Driveway	11	0	0	0	0	0	0	0	0	0	0	0	11
Deck	0	0	0	0	0	0	0	0	0	0	0	0	0
Shed	3	0	0	0	0	0	0	0	0	0	0	0	3
Sewer	8	0	0	0	0	0	0	0	0	0	0	0	8
<b>Total</b>	<b>366</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>366</b>

2018 Fire Inspections

Inspection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Annual	74	0	0	0	0	0	0	0	0	0	0	0	74
Reinspections	2	0	0	0	0	0	0	0	0	0	0	0	2
Business Licenses	6	0	0	0	0	0	0	0	0	0	0	0	6
<b>Total</b>	<b>82</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>82</b>

There are approximately 2,010 total addresses subject to annual Fire inspections (this number fluctuates based on businesses opening/closing).

2018 Rental Inspections

Inspection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Annual	90	0	0	0	0	0	0	0	0	0	0	0	90
Reinspections	114	0	0	0	0	0	0	0	0	0	0	0	114
<b>Total</b>	<b>204</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>204</b>

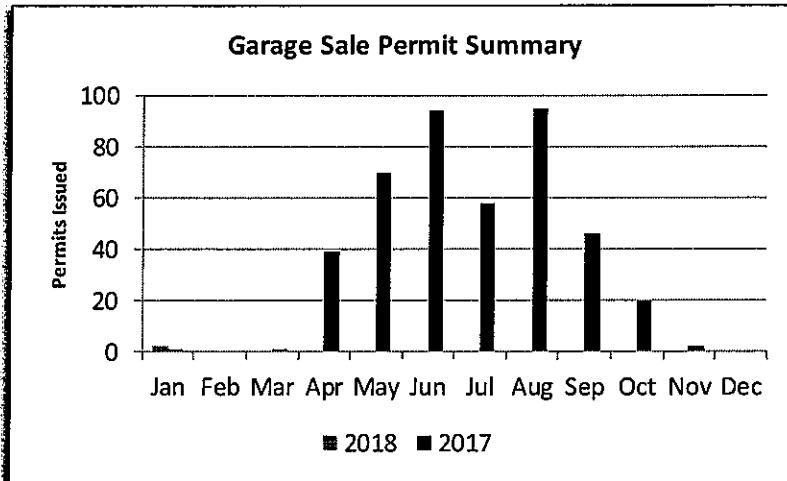
There are approximately 2,160 total rental properties subject to annual inspections (this number fluctuates based on new registrants and owners who choose to no longer rent their properties).

Inspection Services Performance	January	1st Quarter	Year to Date	Year Target
Percentage of building inspections within 24 hr. notice	98%	98%	98%	95% within 24 hr. notice
Percentage of annual fire inspections completed	3.7%	3.7%	3.7%	95% of total
Percentage of annual rental inspections completed	4.2%	4.2%	4.2%	100% of total*

\* Note: The total number of licensed properties fluctuates and therefore this percentage may not equal 100% at year-end.

**Garage Sales**

Year	2018	2017
Jan	2	1
Feb	0	0
Mar	0	1
Apr	0	39
May	0	70
Jun	0	94
Jul	0	58
Aug	0	95
Sep	0	46
Oct	0	20
Nov	0	2
Dec	0	0
<b>Total</b>	<b>2</b>	<b>426</b>

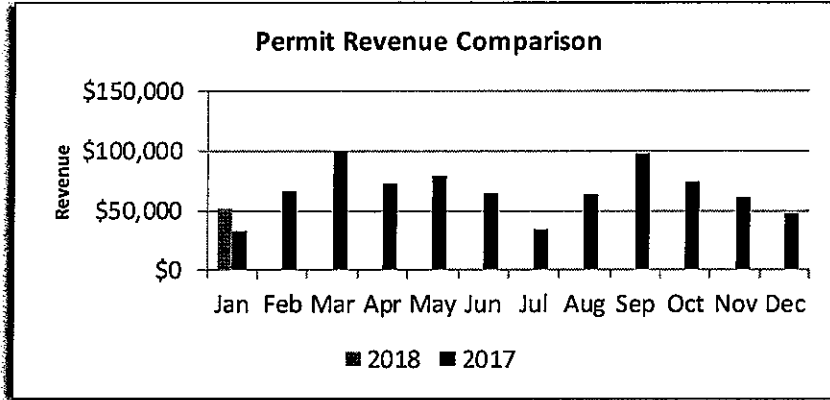


**2018 Building and Fire Permits Issued**

Permit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 YTD	2017 Total
<b>Building Permits</b>														
Commercial Remodeling	4	0	0	0	0	0	0	0	0	0	0	0	4	85
Community Residence	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demolition	1	0	0	0	0	0	0	0	0	0	0	0	1	16
Driveways	1	0	0	0	0	0	0	0	0	0	0	0	1	286
Electrical	4	0	0	0	0	0	0	0	0	0	0	0	4	27
Fences	0	0	0	0	0	0	0	0	0	0	0	0	0	211
Mechanical	9	0	0	0	0	0	0	0	0	0	0	0	9	214
Miscellaneous Permits	21	0	0	0	0	0	0	0	0	0	0	0	21	492
Multi-Family Remodeling	0	0	0	0	0	0	0	0	0	0	0	0	0	10
New Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plumbing	18	0	0	0	0	0	0	0	0	0	0	0	18	258
Pools	0	0	0	0	0	0	0	0	0	0	0	0	0	12
Residential Decks & Patios	1	0	0	0	0	0	0	0	0	0	0	0	1	201
Residential Garages	0	0	0	0	0	0	0	0	0	0	0	0	0	7
Residential Remodeling	18	0	0	0	0	0	0	0	0	0	0	0	18	211
Residential Sheds	0	0	0	0	0	0	0	0	0	0	0	0	0	51
Roofs/Siding	39	0	0	0	0	0	0	0	0	0	0	0	39	874
Signs	11	0	0	0	0	0	0	0	0	0	0	0	11	75
New Single Family Residences	7	0	0	0	0	0	0	0	0	0	0	0	7	59
<b>Fire Permits</b>														
Automatic Fire Alarms	4	0	0	0	0	0	0	0	0	0	0	0	4	49
Fuel Storage Tanks	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Hood & Duct	1	0	0	0	0	0	0	0	0	0	0	0	1	7
Automatic Sprinklers	17	0	0	0	0	0	0	0	0	0	0	0	17	106
Lock Boxes	4	0	0	0	0	0	0	0	0	0	0	0	4	12
Other	1	0	0	0	0	0	0	0	0	0	0	0	1	41
<b>2018 Total</b>	<b>161</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>161</b>	
<b>2017 Total</b>	<b>100</b>	<b>163</b>	<b>177</b>	<b>259</b>	<b>330</b>	<b>390</b>	<b>273</b>	<b>407</b>	<b>470</b>	<b>347</b>	<b>255</b>	<b>134</b>		<b>3305</b>

**Permit Revenue**

Year	2018	2017
Jan	\$51,874	\$33,383
Feb	\$0	\$65,665
Mar	\$0	\$100,878
Apr	\$0	\$72,363
May	\$0	\$79,067
Jun	\$0	\$64,310
Jul	\$0	\$33,652
Aug	\$0	\$63,827
Sep	\$0	\$98,244
Oct	\$0	\$73,442
Nov	\$0	\$60,428
Dec	\$0	\$46,715
<b>Total</b>	<b>\$51,874</b>	<b>\$791,974</b>



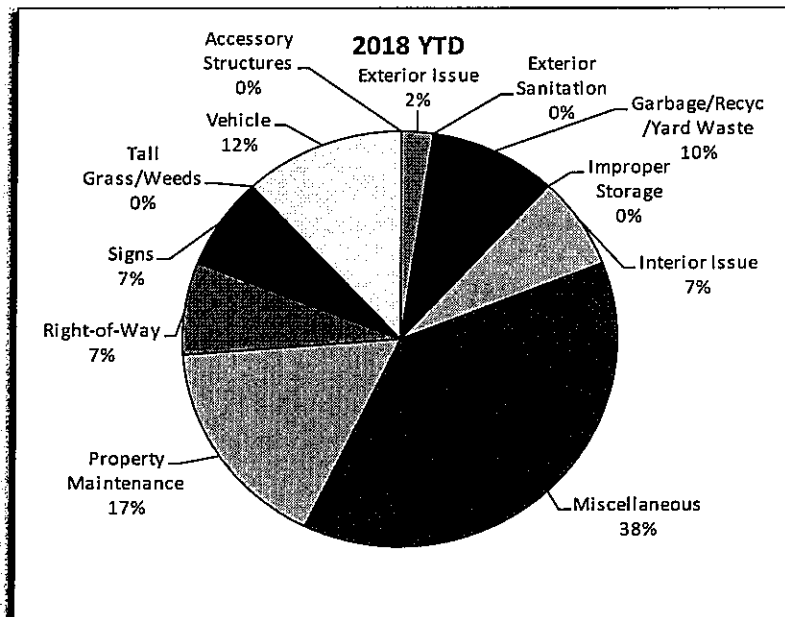
2018 Budget: \$710,000

Total Revenue includes building permits, fire permits and Temporary Certificates of Occupancy.

<b>Building Permit Processing Performance</b>	<b>January</b>	<b>1st Quarter</b>	<b>Year to Date</b>	<b>Year Target</b>
Percentage of permits entered in computer within 24 hours of submittal	98%	98%	98%	95% within 24 hours
Percentage of permit plan reviews completed within 10 business days	97%	97%	97%	95% within 10 days
Percentage of final permits processed within 48 hours of plan approval	98%	98%	98%	90% within 48 hours

2018 Property Maintenance Summary Report

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 YTD	2017 Total
Accessory Structures	0	0	0	0	0	0	0	0	0	0	0	0	0	50
Exterior Issue	1	0	0	0	0	0	0	0	0	0	0	0	1	25
Exterior Sanitation	0	0	0	0	0	0	0	0	0	0	0	0	0	8
Garbage/Recyc/Yard Waste	4	0	0	0	0	0	0	0	0	0	0	0	4	89
Improper Storage	0	0	0	0	0	0	0	0	0	0	0	0	0	101
Interior Issue	3	0	0	0	0	0	0	0	0	0	0	0	3	24
Miscellaneous	16	0	0	0	0	0	0	0	0	0	0	0	16	281
Property Maintenance	7	0	0	0	0	0	0	0	0	0	0	0	7	287
Right-of-Way	3	0	0	0	0	0	0	0	0	0	0	0	3	56
Signs	3	0	0	0	0	0	0	0	0	0	0	0	3	16
Tall Grass/Weeds	0	0	0	0	0	0	0	0	0	0	0	0	0	257
Vehicle	5	0	0	0	0	0	0	0	0	0	0	0	5	56
<b>2018 Total</b>	<b>42</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42</b>	
<b>2017 Total</b>	<b>53</b>	<b>70</b>	<b>102</b>	<b>97</b>	<b>243</b>	<b>187</b>	<b>145</b>	<b>130</b>	<b>72</b>	<b>55</b>	<b>46</b>	<b>50</b>		<b>1250</b>



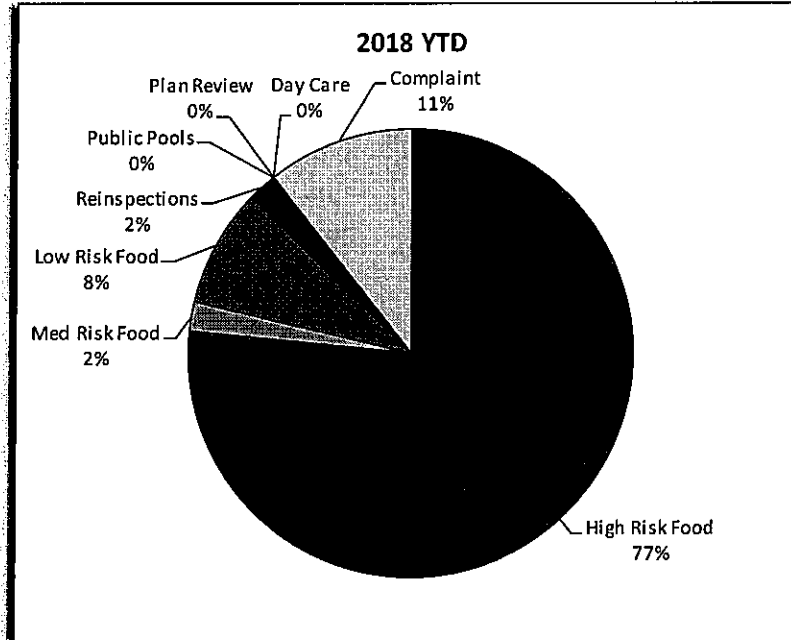
2018 Citations Issued

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
18	0	0	0	0	0	0	0	0	0	0	0	18

Inspection Services Performance	January	1st Quarter	Year to Date	Year Target
Percentage of property maintenance inspections completed within 24 hours of notice	98%	98%	98%	95% within 24 hr. notice

2018 Environmental Health Inspection Report

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
High Risk Food	36	0	0	0	0	0	0	0	0	0	0	0	36
Med Risk Food	1	0	0	0	0	0	0	0	0	0	0	0	1
Low Risk Food	4	0	0	0	0	0	0	0	0	0	0	0	4
Reinspections	1	0	0	0	0	0	0	0	0	0	0	0	1
Public Pools	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan Review	0	0	0	0	0	0	0	0	0	0	0	0	0
Day Care	0	0	0	0	0	0	0	0	0	0	0	0	0
Complaint	5	0	0	0	0	0	0	0	0	0	0	0	5
<b>Total</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47</b>



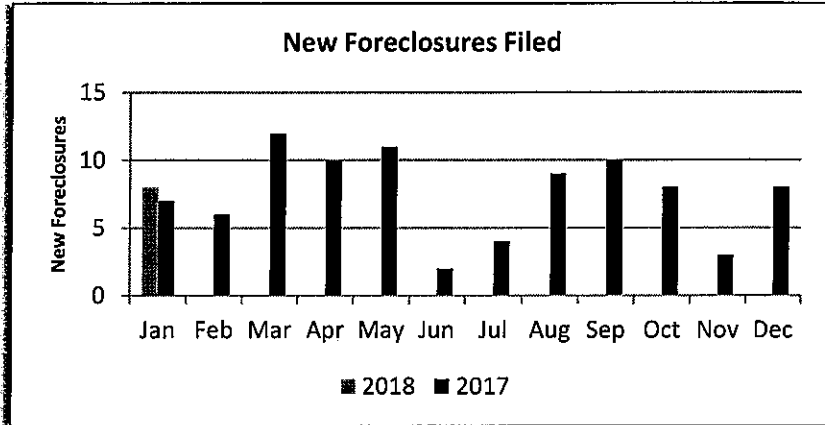
Food establishments are divided into the risk categories of high, moderate or low, and planned inspections are performed three, two, or one time each year respectively. A high risk establishment presents a high relative risk of causing foodborne illness based on the large number of food handling operations typically implicated in foodborne outbreaks and/or the type of population served by the facility. There are approximately 265 facilities that require a total of approximately 510 planned inspections throughout the year (this number fluctuates based on businesses opening/closing).

Health Inspections Performance	January	1st Quarter	Year to Date	Year Target
Percentage of annual food health inspections completed	8.0%	8.0%	8.0%	100% of total

\*Note: The total number of inspection properties fluctuates and therefore the year to date number may not equal 100%.

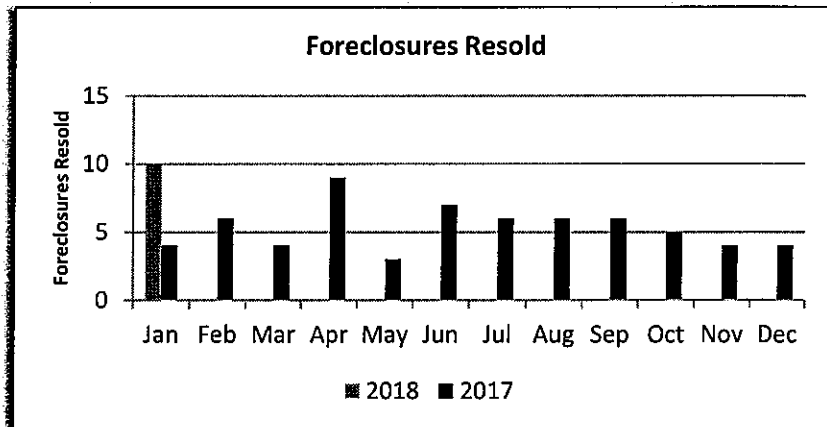
**New Foreclosures Filed**

Year	2018	2017
Jan	8	7
Feb	0	6
Mar	0	12
Apr	0	10
May	0	11
Jun	0	2
Jul	0	4
Aug	0	9
Sep	0	10
Oct	0	8
Nov	0	3
Dec	0	8
<b>Total</b>	<b>8</b>	<b>90</b>



**Foreclosures Resold**

Year	2018	2017
Jan	10	4
Feb	0	6
Mar	0	4
Apr	0	9
May	0	3
Jun	0	7
Jul	0	6
Aug	0	6
Sep	0	6
Oct	0	5
Nov	0	4
Dec	0	4
<b>Total</b>	<b>10</b>	<b>64</b>



**Historical Foreclosure Information**

	2011	2012	2013	2014	2015	2016	2017
<b>Foreclosures Filed</b>	312	620	208	139	81	68	90

# ECONOMIC DEVELOPMENT & TOURISM MONTHLY REPORT



## General

- Ongoing calls, emails and meetings with land owners, brokers and property owners.
- Updated the Village's available properties online database on a bi-weekly basis.
- Completed liaison duties to the Arts Commission by updating the website and working to complete contracts for the 2018 Summer Concert Series. Upcoming events include a theater event on February 23<sup>rd</sup> featuring the story "Our Town" and a speaker on March 14<sup>th</sup>, performing as the Six Wives of Henry the VII.
- Staff continued to attend meetings regarding the formation of Next Level Northwest. The Board and design team are working on a strategy for fundraising and funding levels to have a seat on the board while also setting deadlines for applications and pitch nights.
- Worked with Quantum Sign Corporation to develop a gateway sign design for the 59-90 Entertainment District. Finalized a contract with Quantum, held an initial kick-off meeting to discuss the process and began staking on-site to determine size possibilities and best positions.
- Worked with Representative Crespo and members of the Illinois Department of Commerce and Economic Opportunity to draft legislation to create a new state incentive program aimed at large vacant campuses like the former AT&T site.
- Staff finalized development of a new [www.VisitHoffman.com](http://www.VisitHoffman.com) website which will be mobile responsive, clean, fresh and cost-effective.
- Attended the:
  - Monthly membership committee meeting of the Chamber of Commerce
  - Monthly board meeting of the Chamber of Commerce
  - Monthly board and design team meetings of Next Level Northwest
  - Quarterly IEDC Young Professionals Advisory Committee conference call
  - Quarterly CMAP Economic Development Committee meeting
  - Annual Commercial Real Estate Forecast Conference
  - January Lambda Alpha 2018 Economic Forecast Luncheon
  - Monthly Chicago Restaurant Brokers Association Lunch
  - Quarterly Golden Corridor Advanced Manufacturing Partnership meeting
  - Alliance for Regional Development meeting
  - Emergency Operations Center table top training session
  - Workforce Focus Group at Harper College
  - Quarterly ICSC Illinois Next Gen meeting

## Office/Industrial

- Staff did not have enough time to devote to formal business retention visits in 2017 so slight changes to the program are being made both on the front end in the way of collecting data and the back end with managing the program. A goal of 15 formal visits remain for 2018.
- Staff continued to work on a project that could a new North American Headquarters manufacturing company in Huntington90.
- Gary Skoog, President of GCAMP, will retire in April and be replaced by Kathleen Burley.

## Retail - ICSC

- Staff promoted, hosted and managed the ICSC State Committee holiday luncheon. Also attended the ICSC Government Relations and NextGen breakfast event.
- Mr. Kramer co-chairs the planning committee for the ICSC P3 Retail Real Estate Forum event on March 22<sup>nd</sup>. The one day event titled "Taste of Success" will focus on new trends in restaurants and the food sector. The event will include keynote speakers, roundtables, a panel discussion, a networking reception, and a legislators breakfast prior to the event for local elected officials. Members of the Village Board are invited to attend and should contact Mr. Kramer for more information.
- Staff continued preparations for the ICSC RECon show in Las Vegas by preparing booth space, booth materials and travel plans.

## Tourism

### MIDLANDS WRESTLING TOURNAMENT - DECEMBER 28-31, 2017 - SCA

- Final Rooms Pickup report (657 room nights in established group room blocks) sent to event organizer, along with contact information and W9's to ensure speedy payment of required 12% commission from all participating hotels. Despite the required commission, hotels were able to book rooms at a desired rate as we typically see very low demand during New Year's Eve. Great end of year boost to occupancy for hotels. The year-end STR (Smith Kline Travel report that compares a hotels' average daily rate, occupancy and market share to others in their defined competitive set) showed our hotels well ahead in all categories thanks to this event. Worked with event organizer throughout the event and afterwards and was VERY pleased with the SCA features and amenities (allowed them more mats on the floor, easy access etc., hotels provided superior rooms, complimentary WiFi, breakfasts, parking, and gathering rooms for universities staying with them). Families and fans appreciated the close proximity of lodging choices to the SCA. Maps and dining guides helped capture customers for restaurants. Hoffman Estates hotels are looking forward to the opportunity to welcome this event back, perhaps bi-annually.



## **Tourism (Cont.)**

### **TOURISM WEBSITE VISITHOFFMAN.COM READY TO MOVE TO NEWLY DESIGNED SITE**

- Original Tourism website created in 2008 did not display well on mobile devices and needed to be redone. Bids secured to redo the site were beyond what our budget could afford. The decision was made to utilize "1&1" platform currently used by the Arts Commission that would allow us to create a website in-house designed to be a tool to draw new meetings, trade shows, tournaments, and special events to the SCA, hotels and conference centers. The new site will link users to floor plans of venues and has dynamic pictures and compelling text. New tagline - Visit Hoffman Estates Illinois - it's HERE! Descriptive text highlights hotels, entertainment, restaurants, events spaces, and tying in the "It's HERE" tagline. The new site will be under \$500 to create and host and easily updated in-house.

### **MEETINGS/ACTIVITIES**

- Toured new Marriott sales manager through demand generators - top/targeted accounts.
- Met with area synchronized skating teams to suggest SCA for their competitive events.
- Contacted ITOA (Illinois Tactical Officers Association) to invite them to bring their October event back to Hoffman Estates.
- Contact for School District 54 for distribution of student made Valentines for Random Acts of Kindness (RAK).
- Contacted Hoffman Estates High School Wrestling Team and Cheer Squad to arrange their participation at Alden RAK distribution.
- Called senior centers and veterans hospital to advise RAK would drop off Valentines.
- Assisted 6<sup>th</sup> grade class to arrange their visit at Brookdale to distribute their Valentines in person.
- Connected Hoffman Estates Wrestling Team to Hoffman Estates/Schaumburg Rotary Club for grant opportunity.
- Provided contacts and guidance to Bright Horizon for an event they are planning as a fundraiser.
- Provided parade entry contacts for 4<sup>th</sup> of July parade.
- Secured discounted room rates at the Chicago Marriott NW for Northwest 4<sup>th</sup> Fest crafters.
- Forwarded event details from Beth Tikvah to Village contacts.
- Circulated Main Event's new hotel group programs.
- Attended Celtic Fest Commission meeting.
- Attended Northwest 4th Fest Commission meeting.
- Attended Senior Commission meeting.



Kevin Kramer, Director of Economic Development



Linda Scheck, Director of Tourism & Business Retention